

**CONSTITUTION**  
**OF**  
**St. Teresa**  
**College and Academy**  
**Alumnae Association**  
**KANSAS CITY, MO.**



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**ADOPTED 1894**  
**REVISED 1908, 1920, 1929**



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# CONSTITUTION OF ST. TERESA ALUMNAE ASSOCIATION

## ARTICLE I

### Name

The name of this Association shall be the St. Teresa College and Academy Alumnae Association, Kansas City, Mo.

## ARTICLE II

### Object

The object of this Association shall be to draw into closer relationship the graduates of St. Teresa College and Academy and the faculty of the school to stimulate loyalty and service to school and Community of the Sisters of St. Joseph, and to co-operate with all Catholic agencies in the development of Catholic education, Catholic literature and Catholic social service.

## ARTICLE III

### Membership

All graduates of St. Teresa College or Academy shall be considered eligible for membership.

## ARTICLE IV

### Officers

Officers of this Association shall be Spiritual Director, Honorary President, Federation Sister, Pres-

ident, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Historian.

## ARTICLE V

### Meetings

There shall be a regular monthly meeting the second Monday of each month at St. Teresa College.

## ARTICLE VI

### Amendments

This Constitution may be amended by a two-thirds vote of the members, voting at the regular meeting, provided notice of the proposed amendment shall have been attached to the call for the meeting.

# BY-LAWS

## ARTICLE I

### President

Section 1. It shall be the duty of the President to preside at all meetings. She shall appoint the chairman to the several standing committees, subject, however, to the approval of the Executive Board. She shall call meetings as provided and sign all orders on the Treasury. She shall be an ex-officio member of every committee.

### Vice-President

Section 2. The Vice-President shall preside in the absence of the President.

### Recording Secretary

Section 3. The Recording Secretary shall act as Secretary of all meetings, keeping a correct report of the proceedings in books belonging to the Association.

### Corresponding Secretary

Section 4. It shall be the duty of the Corresponding Secretary to conduct the Association Correspondence, issue application blanks to the graduates and general notices to each member. She shall notify those elected to office or appointed to any position.

### Treasurer

Section 5. The Treasurer shall collect and take charge of all fees, dues and funds from whatsoever source, collected in the name of, or under the auspices of the Association. She shall issue membership cards to members upon payment of dues, as receipt for same. Before the May or October meetings, she shall furnish the President a detailed account of all receipts and disbursements. She shall

keep the accounts in books belonging to the Association.

### Historian

Section 6. The Alumnae Historian shall keep a scrap book for clippings and other interesting information pertaining to Alumnae affairs.

## ARTICLE II

### Membership

Section 1. An application for membership shall be presented to the members of the graduating classes before Commencement each year. Each graduate who fills out the application and returns it to the Recording Secretary with the initiation fee of three dollars (\$3 00) shall be considered a member without further dues for the current year.

### Reinstatement

Section 2. A member who has withdrawn from the Association may be reinstated upon payment of one dollar (\$1.00) and the dues for the current year.

## ARTICLE III

### Nominations and Elections

Section 1. The officers of this Association shall be nominated by the Nominating Committee, which shall be composed of the members of the Executive Board; the two names receiving the highest number of votes of this said Committee shall be candidates for election to that office. An elective ballot shall be taken and the candidate for each office receiving the majority of votes cast, shall be declared elected. Election of officers and appointment of chairmen to standing committees shall take place once every two years at the October general meeting. Installation of same shall occur immediately.

## **Chairmen of Standing Committees**

Section 2. Members shall be appointed by the President and approved by the Executive Board to act as chairmen of such standing committees as the President shall designate. The office of Historian shall also be appointed by the President.

## **ARTICLE IV**

### **MEETINGS**

#### **Special Meetings**

Section 1. The President, or in her absence, the Vice-President, may call a special meeting of the Alumnae. At the request of members she shall call a special meeting, reasonable notice being sent by the Corresponding Secretary to each member of the Alumnae.

#### **Executive Board Meetings**

Section 2. The Executive Board shall meet at those times designated by the President, reasonable notice having been sent by the Corresponding Secretary to the members of the said Board.

#### **Quorum**

Section 3. Seven members shall constitute a quorum at a regular meeting.

## **ARTICLE V**

### **Dues**

Section 1. The annual dues of the St. Teresa Alumnae Association shall be two dollars (\$2.00).

Section 2. The annual dues are payable on the first of January.

## **ARTICLE VI**

### **Board of Trustees**

Section 1. The Board of Trustees shall consist of the outgoing officers.

## **Executive Board**

Section 2. The Executive Board shall consist of the Honorary President, Federation Sister, President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, all Chairmen of the Standing Committees and the Trustees. The Honorary President and Historian shall enjoy all privileges of the Board save the right to vote.

## **Executive Board**

Section 3. The Executive Board shall transact the business of the Association subject to the Alumnae at large. The Executive Committee shall constitute a court to examine into charges of unbusiness-like conduct, violation of duties of office or offenses against By-Laws, rules and regulations of the Association. Such action must be by a majority vote of the entire Board.

## **Standing Committees**

Section 4. The following standing committees shall be appointed by the President, approved by the Executive Board: Literature, Education, Social Service, Entertainment, Dramatics, Publicity, Ways and Means.

Section 5. These committees shall perform such duties as may from time to time be prescribed by the Executive Board and subject to its approval.

## **Special Committees**

Section 6. All Special Committees shall perform such special duties as may be prescribed for them by the Executive Board and subject to its approval.

## **ARTICLE VII**

### **Resignation**

Section 1. Resignation must be presented in writing and accepted at the time that it is handed in, without a vote.



## ARTICLE VIII

### Parliamentary Rule

Section 1. The meetings of the St. Teresa College and Academy Alumnae Association shall be governed by the parliamentary authority of Ada K. Gannon, as outlined in **Thumbprints of Parliamentary Law**.

## ARTICLE IX

### Affiliations

Section 1. This Association shall be affiliated with the Missouri State Chapter of the International Federation of Catholic Alumnae and with the Kansas City Circle of the I. F. C. A.

Section 2. This Association shall be affiliated with the National Council of Catholic Women of the Kansas City Circle of the I. F. C. A.

## ARTICLE X

### Amendments

Section 1. These By-Laws may be amended at any general meeting of the Alumnae by a two-thirds vote of the members present, or written notice of the desired change shall have been read at the preceding regular meeting.

## STANDING RULES

1. Resignations of members shall be filed. They shall be destroyed when application is renewed.
2. In the name of the Alumnae, the President shall have a Mass read for deceased members and their parents.
3. Each member shall possess a copy of the Constitution and By-Laws of the Association.
4. All bills shall be sent to the Treasurer.
5. All members except those chairmen keeping books on collections and disbursements shall file an itemized statement of all collections and disbursements with the Treasurer.
6. All checks for any purpose whatsoever shall be made payable to the St. Teresa Alumnae Association.
7. The Treasurer shall issue a receipt for all funds received from whatsoever source.
8. Suitable offerings shall be sent by the President to the Sisters of St. Teresa College and Academy on the Feast days of: St. Teresa, Immaculate Conception, Christmas, St. Joseph, and Easter.
9. All meetings of the Association shall be opened with prayer.



